

**GENERAL SERVICES ADMINISTRATION**  
**Federal Supply Service**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE**  
**PRICE LIST**

Schedule Title: Financial and Business Solutions (FABS)  
FSC Group: 520  
Contract No. GS-23F-0052T



**Federal Management Systems, Inc.**  
**462 K Street, NW**  
**Washington, DC 20001**

Phone number: (202)-842-3003  
Fax number: (202) 829-4470

Web Site: <http://www.fmshq.com>

E-mail: [astephenson@fmshq.com](mailto:astephenson@fmshq.com)

CONTRACT PERIOD: August 8, 2007 through August 7, 2012

BUSINESS SIZE: Other than Small Business  
Prices Shown Herein are Net – Discounts Deducted

**Updated through Contract Modification No. PS08, dated December 14, 2010.**

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On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*<sup>TM</sup>, a menu-driven database system. The INTERNET address for *GSA Advantage!*<sup>TM</sup> is: <http://www.gsaadvantage.gov>.

For more information on ordering from Federal Supply Schedules click on the <http://www.fss.gsa.gov>.

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## Customer Information

1a. Table of awarded special item numbers:

SIN
<b>520-11 - Accounting</b> <b>520-12 - Budgeting</b> <b>520-13 - Complementary Financial Management Services</b> <b>520-15 - Outsourcing Recurring Commercial Activities For Financial Management Services</b>

1b. See page 12 for price tables

1c. See pages 8 to 11 for Labor Category Descriptions

2. Maximum order:

SIN	Max. Order
<b>520-11, 520-12, 520-13 &amp; 520-15</b>	<b>\$1,000,000</b>

3. Minimum order: **\$300**

4. Geographic coverage: **Domestic**

5. Points of production:

**Federal Management Systems, Inc.**  
**462 K Street, N.W.**  
**Washington, DC 20001**

6. Discount from list prices or statement of net price: **Prices shown are net.**

7. Quantity discounts: **Yes**

8. **Prompt payment terms: Net 30 Days**

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. **Yes**

9b. Notification whether Government purchase cards are or not accepted above the micro-purchase threshold. **Are Accepted**

10. Foreign items: **Not Applicable**

11a. Time of delivery: As mutually agreed to by task ordering agency and Federal Management Systems, Inc.

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have

- expedited delivery. As mutually agreed to by task ordering agency and Federal Management Systems, Inc.
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **Not Available**
- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery. **To be negotiated with the ordering agency on each task order.**
12. F.O.B. point: **Destination**
13. **Ordering address:**  
**Federal Management Systems, Inc.**  
**462 K Street, N.W.**  
**Washington, DC 20001**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
14. **Payment address:**  
**Federal Management Systems, Inc.**  
**462 K Street, N.W.**  
**Washington, DC 20001**
15. Warranty provision: **Commercial Terms**
16. Export packing charges: **Not Applicable**
17. Contractor will accept Government purchase cards above the micro purchase level
18. Terms and Conditions applicable to rental, maintenance and repair: **Not Applicable**
19. Terms and conditions for installation: **Not Applicable**
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable**
- 20a. Terms and conditions for any other services (if applicable) **Not Applicable**
21. List of service and distribution points (if applicable). **Not Applicable**
22. List of participating dealers (if applicable). **Not Applicable**
23. Preventive maintenance (if applicable). **Not Applicable**
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants. **Not Applicable**
- 24b. Special attributes such as environmental attributes: **Not Applicable**
25. **Data Universal Number System (DUNS) number. 627810476 (CAGE: 05HQ5)**
26. Notification regarding registration in Central Contractor Registration (CCR) database. **Federal Management Systems, Inc. is registered with CCR currently valid through 04/13/2011.**

## **FMS' Corporate Profile - Executive Overview**

Federal Management Systems, Inc (FMS) was founded in 1990 and is a leading government services firm whose mission is to exceed customer objectives and expectations by delivering high quality results and client focused solutions. Our expertise and core business areas include Accounting and Auditing; Banking and Finance; Small Business Lending and Credit Risk Management; Contracts Management; Asset and Facilities Management; Information Technology; Management Consulting; and Para-Legal Services and Security Management. FMS professionals are skilled and experienced in providing customized services with industry best practices in these areas to our clients including Federal government agencies, State and Local governments, and multinational corporations and organizations.

Headquartered in Washington, D.C., FMS' resource network stretches nationally and internationally. FMS combines experience, proven solutions, and extraordinary people to help Governments protect critical infrastructure and ensure excellent fiscal stewardship of taxpayer funds.

FMS delivers unparalleled experience, impeccable customer service, and integrity with every engagement to meet the unique requirements of each of our Federal and municipal clients. FMS works closely with its clients to understand their requirements and budgetary constraints. We leverage our experience, skills, and our trusted processes to help our customers achieve success.

Expect the highest level of expertise and dedication from FMS on each and every engagement.

### **Our Services**

FMS offers a specialized list of government services under accounting and auditing, asset management, banking and finance, capital access credit, debt management, facilities management, IT services, professional outsourcing and security management. FMS' skilled and experienced professionals include accountants, asset managers, banking and finance specialists, capital access and credit program specialists, contacts specialists, CPAs, CGFMs, debt managers, economists, Federal financial management systems specialists, financial analysts, para-legal specialists, programmers, SAP program analysts, and program/project support specialists.

Our services include:

- Accounting & Auditing
- Asset Management
- Banking and Finance
- Capital Access Credit
- Debt Management
- Facilities Management
- IT Services
- Professional Outsourcing
- Security Management

### **Our Distinctions**

- Outstanding Service
- Motivated, Qualified & Skilled Employees
- High Employee Retention Rates
- Client Loyalty
- Ethical Business Practices
- Hands-on, Experienced Management
- Technical Excellence in Complex Settings
- Cost & Schedule Compliance
- Innovative & Effective Solutions
- Timely & Perceptive Communications at all Levels
- Financial Stability

### **Our Pledge**

- Timely Completion, Within Budget
- More Value than Required in Contract
- Qualified, Motivated & Competent Project Management & Staff
- Engaged, Well Informed Corporate Management
- Positive Attitude, Every Time
- Your Mission Is Our Mission

### **Awards**

- Army Outstanding Support of Global War on Terrorism
- Attorney General's Award - U.S. Department of Justice
- Administrator's Award for Excellence - U.S. SBA
- Certificate of Appreciation - U.S. Department of State
- Certificate of Appreciation - U.S. Embassy, Guyana
- Award for Exceptional Teamwork - U.S. EEOC
- Numerous staff citations from client organizations

### **Our Valued Clients**

#### **Federal**

- Broadcasting Board of Governors
- Department of Agriculture
- Department of Defense
- Department of Health and Human Services
- Department of Homeland Security
- Department of Justice
- Department of State
- Department of Treasury
- Equal Employment Opportunity Commission
- Federal Bureau of Investigation
- Federal Retirement Thrift Investment Board
- Internal Revenue Service
- National Science Foundation
- Pension Benefit Guaranty Corporation

#### **State and Municipal**

- Arlington County, Virginia
- District of Columbia Government
- HIDTA/MATF
- Prince Georges County, Maryland
- State of Maryland

#### **International**

- British High Commission
- Canadian High Commission
- Caribbean Community Secretariat
- Demerara & Trinidad Mutual Life Insurance
- European Economic Commission
- Inter-American Development Bank
- Inter-American Foundation
- RBTT Bank N.V.
- United Nations

## **Labor Category Descriptions SINs 520-11, 520-12, 520-13 & 520 -15**

### **PROJECT DIRECTOR**

**Qualifications:** The Project Director will have an undergraduate degree and or an advanced degree and at least ten years' experience in leading and providing technical direction to projects; a demonstrated ability to provide guidance and direction for multiple projects; designing, implementing, and managing Federal government financial and business management engagements; and the capability to manage multi-task projects of high complexity. The Project Director has professional certifications in fields of his or her expertise and possesses a mix of experience in financial management, accounting, budgeting, and cost estimating.

**Major Functions:** The Project Director provides primary interface with client management personnel regarding strategic issues. He or she directs the completion of projects within estimated time frames and budget constraints, coordinates efforts on tasks, and reviews work products for completeness and adherence to applicable regulations and customer requirements. The Project Director also delivers, presents, and leads strategic level client meetings; performs day-to-day management of overall contract support operations involving multiple projects and groups of personnel at multiple locations. Organizes, directs, and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills, and has authority and responsibility to identify and commit resources required to support customers.

### **PROJECT MANAGER**

**Qualifications:** A Project Manager will have an undergraduate degree and over eight years' progressive experience in leading projects, a demonstrated ability to provide guidance and direction for specific projects or sub-tasks, including increasing responsibilities in assignment supervision and management, and a capability to manage multi-task projects of high complexity for Federal government clients. He or she has several professional certifications and experience in financial management, accounting, cost estimating, procurement, strategic planning and execution, or other business management areas.

**Major Functions:** Project Managers have taken on increasing responsibility in the design, implementation, and management of projects. They interface with the client on project specific issues, direct the completion of projects within estimated time frames and budget constraints, coordinate project specific priorities, and review work products for completeness and adherence to applicable regulations and customer requirements. They lead projects that involve the successful management of multi-functional teams that includes project development, expertise in management and control of funds and resources, and a demonstrated capability in managing multiple tasks. Performs day-to-day

management of overall contract support operations, possibly involving multiple projects and groups of personnel at multiple locations.

#### **ACCOUNTANT IV/ BUDGET ANALYST IV / MANAGEMENT ANALYST IV**

**Qualifications:** The Accountant IV / Budget Analyst IV / Management Analyst IV has specialized knowledge and expertise and/or an advanced degree, seven or more years of progressively responsible experience in leading engagements, demonstrated ability to manage a project and to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects of extensive responsible experience in accounting, budgeting, management analysis, or other financial management areas.

**Major Functions:** The Accountant IV / Budget Analyst IV / Management Analyst IV interfaces with the client on a day-to-day basis, directs the completion of project specific tasks within estimated time frames and budget constraints, manages the day-to-day activities of the project team, and reviews work products for quality, completeness, and adherence to applicable regulations and customer requirements. This position ensures the project teams conformance with work standards, and coordinates work effort with involved parties to ensure problem resolution and client satisfaction. The Accountant IV / Budget Analyst IV / Management Analyst IV possess in-depth knowledge of Federal financial and accounting policies, standards, and systems requirements. Must possess experience in working with multi-year/no-year appropriations and differing appropriations, and understanding of budgetary and proprietary accounting principles and also delivers presentations and leads client meetings.

#### **ACCOUNTANT III / BUDGET ANALYST III / MANAGEMENT ANALYST III**

**Qualifications:** An Accountant III / Budget Analyst III / Management Analyst III has an undergraduate degree, five or more years of progressively responsible experience in performing and participating in engagements, specific experience in one or more key project areas, demonstrated ability to provide guidance and direction for specific projects or sub-tasks, and increasing responsibility in design, implementation, and management of projects of progressively more responsible experience in accounting, budgeting, analysis and other financial management areas. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives. Is familiar with activity-based costing, business case analysis, and outsourcing requirements.

**Major Functions:** An Accountant III / Budget Analyst III / Management Analyst III provides technical knowledge in their area of expertise, works individually and on teams to support the completion of project specific tasks within estimated time frames and budget constraints and interfaces with the client on a day-to-day basis. In addition, an Accountant III / Budget Analyst III / Management Analyst III, applies their specific expertise to the practical issues



they identify or those presented by the client. They also help to formulate solutions, prepare reports, studies, and documentation, and support presentations and client meetings. They also have knowledge of Federal financial and accounting policies, standards, and systems requirements and are experienced in working with multi-year/no-year appropriations and differing appropriations, and understanding of budgetary and proprietary accounting principles.

## **ACCOUNTANT II / BUDGET ANALYST II / MANAGEMENT ANALYST II**

**Qualifications:** An Accountant II / Budget Analyst II / Management Analyst II, has an undergraduate degree, over three years of progressively responsible experience participating in projects as a team member, and specific experience in one or more key project areas of progressively more responsible experience in accounting, budgeting, analysis and financial management.

**Major Functions:** An Accountant II / Budget Analyst II / Management Analyst II, interfaces with the client on a day-to-day basis, assists in identifying problems, performs technical analysis, and devises feasible solutions, supporting the completion of project specific tasks within estimated time frames and budget constraints, and supporting presentations and client meetings. He or she is experienced in financial management, cost estimating, procurement, strategic planning and execution, or business management and is familiar with federal financial and accounting policies and system requirements. Also is a member of a group of accountants and/or analysts that is working in concert to systematically integrate business, cost-estimating, and financial and other management processes to ensure the efficient stewardship of public funds.

## **ACCOUNTANT I / BUDGET ANALYST I / MANAGEMENT ANALYST I**

**Qualifications:** An Accountant I / Budget Analyst I / Management Analyst I, has an undergraduate degree, up to three years of progressively responsible experience participating in projects as a team member, and specific experience in one or more key project areas, such as accounting, budgeting, analysis and financial management.

**Major Functions:** An Accountant I / Budget Analyst I / Management Analyst I interfaces with the client on a day-to-day basis, assist in identifying problems, performing technical analysis, and devising feasible solutions, supporting the completion of project specific tasks within estimated time frames and budget constraints, and supporting presentations and client meetings. Appropriate computer and spreadsheet skills along with presentation capabilities are required.

## **ACCOUNTING TECHNICIAN**

**Qualifications:** An Accounting Technician has an undergraduate degree, up to two years of progressively responsible experience participating in projects as a team member, and specific experience in one or more key project areas that include up to one year of bookkeeping, recordkeeping or accounting and financial management, budgeting or analysis.

**Major Functions:** An Accounting Technician interfaces with the client on a day-to-day basis, assisting in identifying problems, performing technical analysis, and devising feasible solutions supporting the completion of project specific tasks within estimated time frames and budget constraints, supporting accountants, budget analysts or management specialists, and supporting presentations and client meetings.

## **ADMINISTRATIVE SUPPORT SPECIALIST**

**Qualifications:** The minimum educational requirements for an Administrative Support Specialist include a High School diploma and up to two years of work experience in a business environment, with appropriate computer and business software skills.

**Major Functions:** An Administrative Assistant Interfaces with the project staff on a day-to-day basis. Supports accountants, auditors, budget specialists and analysts in the completion of project specific tasks within estimated time frames and budget constraints. Supports presentations and client meetings. Has progressive experience in office automation tools and participating on projects and is knowledgeable in computer based documentation and presentation techniques, technical typing, and word processing. Integrates inputs from various sources to create a cohesive product. Prepares both graphical and narrative presentation material.

## **SUBJECT MATTER EXPERT I (SME I)**

**Qualifications:** The minimum qualifications for a Subject Matter Expert I include an undergraduate degree, eight (8) years of experience providing subject matter support, and substantial expertise in one of the following areas: financial management, systems management, computer science, engineering, or other specific field.

**Major Functions:** Incumbent is a subject matter expert in a specific field and has a track record of applying sound analysis, business, or scientific expertise and practices to solve a wide variety of technology-based, accounting financial systems, and business process outsourcing problems. These may include re-engineering efforts, applying specific technical or business skills, applying specific technologies which the marketplace has significant issues providing, or proving understanding and leadership in specific technologies.

Assists others in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Applies knowledge to determine the accuracy and reasonableness of the data, recommendations, and solutions developed. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. May analyze, write, debug, or maintain software where special expertise is required.

## **SUBJECT MATTER EXPERT II (SME II)**

**Qualifications:** The minimum qualifications for a Subject Matter Expert II include an undergraduate degree, ten (10) years of experience providing subject matter support, and substantial expertise in one of the following areas: financial management, systems management, computer science, engineering, or other specific field.

**Major Functions:** Incumbent is a subject matter expert in a specific field and has a track record of applying sound analysis, business, or scientific expertise and practices to solve a wide variety of technology-based, accounting financial systems, and business process outsourcing problems. These may include re-engineering efforts, applying specific technical or business skills, applying specific technologies which the marketplace has significant issues providing, or proving understanding and leadership in specific technologies.

Assists others in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Applies knowledge to determine the accuracy and reasonableness of the data, recommendations, and solutions developed. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. May analyze, write, debug, or maintain software where special expertise is required.

## **SUBJECT MATTER EXPERT III (SME III)**

**Qualifications:** The minimum qualifications for a Subject Matter Expert III include an undergraduate degree, twelve (12) years of experience providing subject matter support, and substantial expertise in one of the following areas: financial management, systems management, computer science, engineering, or other specific field.

**Major Functions:** Incumbent is a subject matter expert in a specific field and has a track record of applying sound analysis, business, or scientific expertise and practices to solve a wide variety of technology-based, accounting financial systems, and business process outsourcing problems. These may include re-engineering efforts, applying specific technical or business skills, applying specific technologies which the marketplace has significant issues providing, or proving understanding and leadership in specific technologies.

Assists others in developing programs and implementing creative and innovative solutions to the customer's problems. Researches and analyzes customer requirements. Applies knowledge to determine the accuracy and reasonableness of the data, recommendations, and solutions developed. Documents and summarizes the results and develops and recommends creative and innovative solutions to the customer's problems. May analyze, write, debug, or maintain software where special expertise is required.

## **PRINCIPAL CONSULTANT I**

**Qualifications:** The minimum qualifications for a Principal Consultant I include an undergraduate degree, fifteen (15) years of experience providing direction to organizations on multiple complex issues and projects including working with customers to analyze and evaluate all aspects of accounting/financial management and other management requirements.

**Major functions:** Incumbent provides insight and experiences from related projects. Possesses expertise to define problems, collect data, establish facts and draw valid conclusions. Develops feasibility and cost-benefit studies, briefings and presentations, report writing, and post-implementation evaluations for financial management and other projects. Provides leadership and technical expertise in the areas of conducting financial and cycle-time analysis and lifecycle analysis, delivering process and productivity improvement solutions, requirements definition, business design activities, facilitation of large and small groups, developing business and strategic plans, applying quantitative fact-based analysis, or issue-based problem solving.

## **PRINCIPAL CONSULTANT II**

**Qualifications:** The minimum qualifications for a Principal Consultant II include an undergraduate degree, twenty (20) years of experience providing direction to organizations on multiple complex issues and projects including working with customers to analyze and evaluate all aspects of accounting/financial management and other management requirements.

**Major functions:** Incumbent provides insight and experiences from related projects. Possesses expertise to define problems, collect data, establish facts and draw valid conclusions. Develops feasibility and cost-benefit studies, briefings and presentations, report writing, and post-implementation evaluations for financial management and other projects. Provides leadership and technical expertise in the areas of conducting financial and cycle-time analysis and lifecycle analysis, delivering process and productivity improvement solutions, requirements definition, business design activities, facilitation of large and small groups, developing business and strategic plans, applying quantitative fact-based analysis, or issue-based problem solving.

## Labor Category Pricing SIN 520-11, 520-12, 520-13 & 520-15

<b>Labor Category</b>	<b>GSA Rate Year 1 (8/8/07 to 8/7/08)</b>	<b>GSA Rate Year 2 (8/8/08 to 8/7/09)</b>	<b>GSA Rate Year 3 (8/8/09 to 8/7/10)</b>	<b>GSA Rate Year 4 (8/8/10 to 8/7/11)</b>	<b>GSA Rate Year 5 (8/8/11 to 8/7/12)</b>
Project Director	\$109.28	\$112.56	\$115.94	\$119.42	\$123.00
Project Manager	\$98.08	\$101.02	\$104.05	\$107.17	\$110.39
Accountant IV / Budget Analyst IV / Management Analyst IV	\$95.25	\$98.11	\$101.05	\$104.08	\$107.20
Accountant III / Budget Analyst III / Management Analyst III	\$64.95	\$66.90	\$68.91	\$70.98	\$73.10
Accountant II / Budget Analyst II / Management Analyst II	\$58.45	\$60.20	\$62.01	\$63.87	\$65.79
Accountant I / Budget Analyst I / Management Analyst I	\$52.40	\$53.97	\$55.59	\$57.26	\$58.98
Accounting Technician	\$37.48	\$38.60	\$39.76	\$40.95	\$42.18
Administrative Support Specialist	\$43.11	\$44.40	\$45.74	\$47.10	\$48.52
Subject Matter Expert I				\$145.56	\$149.93
Subject Matter Expert II				\$152.48	\$157.05
Subject Matter Expert III				\$315.85	\$325.33
Principal Consultant I				\$251.88	\$259.44
Principal Consultant II				\$416.10	\$428.58